



Division of Human
Resource

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P.O. Box 9041
1000 Monrovia,
10 Liberia

Website: www.moci.gov.lr

VACANCY ANNOUNCEMENT

The Bureau of Small Business Administration of the Ministry of Commerce & Industry is seeking application from qualified individuals for the position of **Researcher**.

DUTIES AND RESPONSIBILITIES:

- Conduct specialized analysis or research from time to time for the Bureau of Small Business Administration to facilitate the smooth operations of the Bureau.
- Provide research and analytical support to facilitate understanding of the issues and challenges Liberian-owned small businesses face and provide recommendation to resolve them;
- Develop, maintain and periodically draft articles, papers, briefings, meeting minutes as may be required;
- Regularly collect data from government ministries, agencies, commissions and state-owned enterprises on the 25% procurement law and help with the preparation of semi-annual performance scorecard on each government institution in respect of their compliance with the procurement “set aside;”
- update an excel/access database of SMEs service providers in the country and the sectors of the economy in which they are focused;
- Help with the drafting of capacity development proposals, concept document, technical reports, etc.;
- Conduct research on potential funding sources for SMEs and coordinate meetings with external donors/partners;
- Conduct research and compile relevant data on SMEs in the country with the view of identifying capacity building needs of the SME sector;
- Coordinate project activities and regularly report on project implementation;
- Prepare and deliver relevant presentations on SMEs in the country;
- Perform other duty as may be assigned from time to time

QUALIFICATIONS

- A Bachelor Degree in Accounting, Economics or Management from a well-recognized institution.
- At least 2 years' experience in similar job
- Must have a proficient knowledge in computer (Microsoft Word, Excel, Access and Power Point)
- Must be a self-starter with excellent teamwork skill
- Sound judgment, excellent analytical skills, strong network and interpersonal skills ability to plan, organize and coordinate work and to cope with a demanding workload
- Excellent oral and written communication skills

HOW TO APPLY

Complete applications must be submitted no later than August 31, 2015 at 5:00pm and shall include the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position;
2. A complete curriculum vitae which will include the names and contact details of three references that can attest to your professional qualification and/or work experience;
3. Documentations i.e., copies of degrees and certificates that addresses the minimum requirements of the position

All applications must be sent via email or hard copy and address to:

The Human Resource Division
Ministry of Commerce & Industry
3rd Floor
Ashmun & Gurley Streets
Monrovia, Liberia

Email: jsblango@staff.moci.gov.lr, and agpaygar@moci.gov.lr